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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)
 THRU : Advisor for Management
 FROM : Comptroller

DATE: 5 March 1951

SUBJECT: Request for Increase in Table of Organization for Finance Office

1. At the time of the consolidation of the administrative functions under the Deputy Director (Administration) all of the organizational components with the exception of three (Deputy Director, Management and Finance) requested and received increases in T/O. Since that time all have received additional increases with the exception of Finance.

2. After a careful review of the present situation the conclusion has been reached that a total increase [] is required for the proper functioning of the Finance Office. Included in this request are [] recommended reclassifications, [] of which are in the Finance Division, [] in the Budget Division. It will be noted that no reclassifications have been requested for the Fiscal Division and that the only requested increase in personnel is for the Payroll Branch. It is believed that many of the grades in this Division are entirely too low and because of this there is a great turnover in personnel. However, as soon as time permits, a study will be made of the situation and based on this study a separate request will be submitted. The total increase is divided among the organizational units as follows:

Comptroller's Office
 Coordinating and Contracting Unit
 Budget Division
 Fiscal Division
 Finance Division
 Total

3. The details and justification for the requested increase in each organizational component follow:

a. Office of the Comptroller

1 GS-4 Clerk ✓

Due to the wide dispersion of the components of the Finance Office this position is needed to handle the large volume of classified documents pertaining to budgetary and financial matters which have to be hand processed expeditiously, both within CIA and to outside agencies and departments, and which cannot be handled through normal channels. The incumbent of this position will serve as a Trainee for either fiscal, finance, or budget work and will perform various clerical duties

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d. Fiscal Division - Payroll Branch

☐ GS-4 Payroll Clerk

In order to handle the present workload in the Payroll Branch an immediate increase of ☐ positions is required. This request is based upon the ever-increasing workload which is causing the payroll employees to work approximately seven (7) days a week. In addition, night work has been required from time to time in order to meet payment deadlines. With the present T/O, even with overtime, it is becoming increasingly more difficult to meet payday deadlines. Also, the working of employees always under pressure can last only so long a time. The addition of these three positions will make a total of ☐ payroll positions.

This would be sufficient provided the Agency was not expanding at a rapid rate, and again providing that all ☐ positions could be kept filled constantly. It is common knowledge that the Agency is going to continue to expand at a more rapid rate than in the past and also that it is impossible to keep a given number of positions constantly filled particularly at the grade level of GS-4. Security clearance is the main factor in keeping vacancies unfilled especially when it takes anywhere from two (2) to four (4) months to obtain clearance. To overcome these problems

It is recognized that if and when the vouchered payroll is converted to the IBM procedure there may be a saving in personnel required to perform the payroll function. If this be the case attrition will take care of any excess personnel as there is a great turnover in this type of personnel.

e. Finance Division

See attached memorandum dated 26 February 1951 from the Chief, Finance Division, for increase in positions and justification.

☐
E. R. SAUNDERS

Attachment

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